

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



December 1, 1988

ALL-COUNTY LETTER NO. 88-149

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: PREPLACEMENT PREVENTIVE SERVICES RECIPIENT
CHARACTERISTICS SURVEY

The Data Processing and Statistical Services Bureau has been requested to conduct a Preplacement Preventive Services Recipient Characteristics Survey. This survey will collect statewide data relative to the Emergency Response (ER) and Family Maintenance (FM) Programs. The purpose of this letter is to notify you of the need for the survey and define the scope and activities of the survey.

The last survey conducted on the Preplacement Preventive Services (PPS) Program was during April 1985. In order to continue to evaluate and monitor the PPS Program, it is necessary to gather more current data. In addition, effective April 1, 1988, the SOC 291 (PPS Monthly Statistical Report) was modified. Due to the joint effort between the State Department of Social Services (SDSS) and the SB 14 Task Force of the County Welfare Directors Association, the revised SOC 291 required County Welfare Departments to report fewer data elements. The task force determined that data elements which were eliminated from the SOC 291 should be gathered through a characteristics survey. Finally, the Department of Health and Human Services has indicated a desire to conduct a State/Federal collaborative study of the FM Program. By conducting this survey, we will be able to avoid duplicate data collection activities and, at the same time, assist the Federal Government in capturing valuable recipient characteristics.

The data for this survey will be gathered from PPS cases which were closed during the month of January 1989. The purpose of using closed cases is to establish a data base that will encompass the entire period of time the case was active. We will be requesting data on the reason for case opening, types of service given, and recipient demographics.

The ER universe will include all ER dispositions in January 1989 as reported on the SOC 291, Section I, Part B, Items 2-6. The ER universe excludes those ER assessment cases closed or transferred and determined inappropriate for an in-person response (see

SOC 291, Section I, Part B, Item 1). The reason for excluding these cases is because there may be insufficient information available in the case file to respond to a detailed questionnaire. This will eliminate approximately 20 percent of the ER dispositions from the universe listing.

The FM universe will include all FM cases closed or transferred from FM during January 1989 (see SOC 291, Section II, Part A, Item 5).

In order to identify the PPS cases to be included in the survey, we are asking the counties to develop a universe list for the ER and FM cases closed in January 1989. We recommend the counties keep two separate ER and FM universe listings since the PPS universe will be stratified between ER and FM closed cases. In late-January 1989, we will provide specific instructions to each county for drawing their sample cases from the county-generated listing of ER and FM cases closed in January 1989. The number of cases to be sampled from the two universes, along with copies of the questionnaire, will also be sent to you at that time.

The counties are requested to retain the closed January case files in an accessible location because each questionnaire must be completed using information from the case record. We realize this may cause some storage problems, but it is very important for the case record to be available to the county worker at the time the questionnaire is completed.


As one of the first steps in this project, the counties must submit the name of a person to act as liaison for the survey. The counties must provide the SDSS with the following information: county name, liaison name, mailing address, and telephone number. Attachment A is a form which may be used to transmit the name of the liaison person for your county. Please mail the liaison information to SDSS by January 2, 1989. Direct this information as well as any questions regarding this survey to:

Department of Social Services
Data Processing and Statistical Services Bureau
744 P Street, M.S. 19-84
Sacramento, CA 95814

Attention: Mary Ann Y. Kashiwagi

Phone: (916) 323-4374 or ATSS 473-4374

In the meantime, each county shall be responsible for identifying the ER and FM cases closed in January 1989, as defined above. Thank you for your cooperation.



DENNIS J. BOYLE
Deputy Director

cc: CWDA

Attachment

COUNTY LIAISON INFORMATION

Preplacement Preventive Services
Characteristics Survey

COUNTY: _____

LIAISON NAME: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: () _____

DUE DATE: JANUARY 2, 1989

RETURN ATTACHMENT A TO: DEPARTMENT OF SOCIAL SERVICES
STATISTICAL SERVICES SECTION
744 P STREET, M.S. 19-84
SACRAMENTO, CA 95814

ATTN: M. KASHIWAGI